



CALIFORNIA DEPARTMENT OF FISH AND GAME

2004/2005 WATERFOWL REPORT FORM

License and Revenue Branch

3211 S Street, Sacramento, CA 95816

Telephone Orders: (916) 227-2253 Fax Orders: (916) 227-0674

See instructions on back. Type or print clearly.

Agent_____

Address _____

Street

City

State

Zip

I hereby certify under penalty of perjury that no completely sold books of licenses, tags, or stamps remain unreported.

X _____ Print Name _____ Date _____

| | | | | | |
|-------------|--|--|--|--|--|
| Account No. | | | | | |
|-------------|--|--|--|--|--|

Phone No. () _____

Email address _____

SECTION II

ITEMS SOLD

| ITEM TYPE | BOOK CODE | NUMBER PER BOOK | QUANTITY SOLD | PRICE EACH | TOTAL VALUE | DFG USE ONLY |
|-------------------------|-----------|-----------------|---------------|------------|-------------|--------------|
| One-choice Application | 20040140 | 40 | | \$ 1.25 | | |
| Five-choice Application | 20040149 | 20 | | \$ 6.25 | | |
| Two-day Type A Pass | 20040142 | 20 | | \$ 22.50 | | |
| Season Pass Type B | 20040143 | 5 | | \$ 35.00 | | |
| Season Pass Type A | 20040144 | 4 | | \$105.25 | | |
| Duck Stamp | 20040118 | 20 | | \$ 13.25 | | |

REMITTANCE \$ _____

SECTION III

ITEMS RETURNED UNSOLD & VOID

| QUANTITY RETURNED | PRICE EACH | TOTAL VALUE | DFG USE ONLY |
|----------------------|---------------|-------------|-----------------|
| | \$ 1.25 | | |
| | \$ 6.25 | | |
| | \$ 22.50 | | |
| | \$ 35.00 | | |
| | \$105.25 | | |
| | \$ 13.25 | | |

TOTAL VALUE
OF RETURNED ITEMS \$ _____

SECTION I (a)

ITEMS REPORTED NO COVER

| | |
|--|---|
| | — |
| | — |
| | — |
| | — |

| | | | | | |
|--|--------------|-------|-------|----------|--------------|
| | DFG USE ONLY | | | | |
| | CHECK | CHECK | CHECK | CURRENCY | BARRED |
| | CHECK | CHECK | CHECK | COIN | CASHIER DATE |

INSTRUCTIONS FOR COMPLETING REPORT FORMS

Prior to preparing report form assemble books by type, such as Duck Stamps, Type A Season Passes, One-Choice Applications, etc. and arrange books in numerical order.

1. SECTION I - ITEMS REPORTED

- List all Book Numbers (both sold and returned) by item type in serial number order.

2. SECTION 1(a) - ITEMS REPORTED WITH NO BOOK COVER INCLUDED

List all Book Numbers paid and reported for lost or destroyed book covers.

3. SECTION II - ITEMS SOLD

- Enter the total number of each item sold by type in the "Quantity Sold" column.
- Multiply the "Quantity Sold" column by the "Price Each" column and enter the amount in the "Total Value" column.
- Add the "Total Value" column and enter the amount on the "Remittance" line.

NOTE: "ZERO REPORT" If no items were sold for the month being reported, write "0" on the "Remittance" line.

3. SECTION III - ITEMS RETURNED UNSOLD & VOID

- Enter the total number of unsold items being returned by type (include voided licenses and licenses not issued) in the "Quantity Returned" column.
- Multiply the "Quantity Returned" column by the "Price Each" column and enter the amount in the "Total Value" column.
- Add "Total Value" column and enter the amount on the "Total Value of Returned Items" line.

NOTE: If no items are being returned unsold, write "0" on the "Total Value of Returned Items" line.

4. Detach pink copy of report form and keep for your records.

5. Mail the white and canary copies of the report form with remittance to:
Department of Fish and Game, License and Revenue Branch, 3211 S Street,
Sacramento, CA 95816.

IMPORTANT: All remittance **MUST** be in the form of check, money order or cashier's check.

Books reported without covers are subject to penalty and interest.

Below is a sample report based upon a license agent returning the following books:

- Three books of Duck Stamps No. 20040118-008500, 20040118-007998 and 20040118-007999. All stamps have been sold except one which was voided.
- Two books of Type A Season Passes No. 20040144-002499 and 20040144-002500. All passes have been sold.
- One book of One-choice Applications, 20040140-102999. All applications reported sold, no book cover included.

SUMMARY OF LAWS AFFECTING LICENSE AGENTS

For purposes of this section "items" refers to all licenses, permits, reservations, tags, or other entitlements.

- License agents are required to submit a report and remittance on all books of completely sold items by the 20th of the following month.
- License agents having no completely sold books to report must report "0" remittance for that month within 20 days following the last day of that month.
- License agents should hold partially sold books until completely sold or until the item expires.
- Any fee remittance and accounting report not sent to the Department and postmarked within 30 days following the last day of each calendar month is delinquent, and fees due are subject to interest and penalties. Interest and penalties will be computed beginning 21 days following the last day of the calendar month in which the fees were collected.
- License agents are required to report the loss of items or fees received from the sale of items, to the Department on or before the end of the next business day of the Department.
- Any unissued and expired items that are not returned within 60 days following the last day of the license year must be billed to the license agent. Items may be returned for credit after the 60 days; however, the license agent must pay interest and penalties pursuant to Section 1059 of the Fish and Game Code.
- **Credit will not be issued** for expired items not returned within six months of the expiration date of the item.
- **NOTE: FAILURE TO REPORT SALES IN ACCORDANCE WITH SECTION 1055.5 OF THE FISH AND GAME CODE IS CAUSE FOR TERMINATION AS A LICENSE AGENT.**

QUESTIONS: If you have any questions about completing and submitting the report form please call (916) 227-2255 or (916) 227-2260 or email agent@dfg.ca.gov.

20040118 008500

EXAMPLE